



Physician Education Consultant 2025 Position Description

Position: Physician Education Consultant
Status: Contractual

Rate of Pay: \$100/hour
Schedule: 2-3 hours per month

Physician Education Consulting is defined as: Supporting the MIBFN Education Team team by completing and submitting continuing education applications and reporting materials for physicians while ensuring each webinar meets professional standards and aligns with MIBFN's commitment to equity and justice.

Grants and Partnerships Coordinator Accountabilities include, but are not limited to:

- Participate in a 1x transition training session with the outgoing Physician Education Consultant
- Participate in annual training on credentialing body's continuing education requirements to ensure accurate and complete applications
- Participate in semi-annual planning meetings to determine topics, objectives, clinical relevance, and potential presenters
- Complete and submit continuing education applications in accordance with credentialing requirements for up to 16 webinars per year, ensuring they meet professional standards, per the National and Michigan Chapter of the American Academy of Pediatrics.
- Complete and submit all required follow-up reporting in alignment with credentialing requirements to the American Academy of Pediatrics.
- Complete a 6-month review with the Executive Director, Education Manager, and other applicable MIBFN Education Team staff
- Participate in periodic meetings with MIBFN Executive Director and/or MIBFN Education Team as needed and mutually agreed upon
- Provide MIBFN Community Education Manager and Executive Director with deliverables report with monthly invoice

Skills & Qualifications:

- Current, lived experience in Michigan.
- Demonstrated commitment to Diversity, Equity, and Inclusion.
- Knowledge of a range of stakeholders that influence breastfeeding outcomes.
- Ability to produce high quality, persuasive written materials suitable for general public understanding, requiring minimal revision.

Reporting Relationships:

This position reports to the Executive Director

Michigan Breastfeeding Network (MIBFN) is a dynamic, agile, equal opportunity employer. We strive to provide a flexible working environment that fosters growth and opportunity for a wide range of qualified candidates. Our remote work model is ideal for dedicated individuals who are passionate about breastfeeding, self-motivated, and looking for opportunities to meaningfully contribute to systems-level improvements in Michigan.

It is the policy of MIBFN to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.